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HOCHSCHULE
FRESENIUS
UNIVERSITY OF APPLIED SCIENCES



**WELCOME
TO GERMANY!**

Dear international students,

We are very much looking forward to welcoming you at Hochschule Fresenius soon! In order to make your arrival as smooth as possible, we would like to point out a few things that need to be taken care of after your arrival in Germany. Of course, there are plenty of things to do but these are the essential ones. We hope that this short overview helps you navigating through German bureaucracy in the initial days. Please make sure to contact us, should you need any help or support in these matters!

Take care and see you soon!

Your International Office

international@hs-fresenius.de

1. HEALTH INSURANCE

Health insurance is mandatory in Germany. For visa purposes, you will need to provide proof of travel health insurance for the initial months of your stay. **Once in Germany**, you must register with a German health insurance company. Travel insurance is not sufficient to enroll at a German university. If you haven't done so before coming to Germany, this is one of the first things you should do after your arrival.

HOW TO GET HEALTH INSURANCE

Most people in Germany (around 88%) are insured with a public health insurance company. There are about 100 different public health insurance companies. The basic coverage (treatment for illness, treatment after accidents and certain medications) are the same. The costs for health insurance are around 110€ per month. You can usually sign up with a health insurance company via their website. We have a cooperation with Techniker Krankenkasse (TK). If you would like to join them, simply write an email to Lea Thau (lea.thau@tk.de) or check www.tk.de/en.

WHAT DOCUMENTS DO YOU NEED FOR MATRICULATION?

For your matriculation you will need to hand in a document confirming your health insurance membership. Your health insurance card is not sufficient. Simply ask your health insurance provider and they will provide you with the document.

HEALTH INSURANCE FOR CITIZENS OF AN EU MEMBER STATE

If you have an EHIC (European Health Insurance Card), you don't necessary need German health insurance to matriculate yourself at a German university. However, be aware that you need German health insurance in case you would like to work next to your studies.

FOR MATRICULATION: You will still need a special document for enrollment, a proof of exemption from having a mandatory German health insurance. This document is entitled "*Zur Vorlage an einer Hochschule*". Please contact Lea Thau (lea.thau@tk.de) regarding this. She will gladly provide you such a document.

2. CITY REGISTRATION (*ANMELDUNG*)

After moving into an apartment in Cologne, you need to register your new address with the city within 14 days. You will receive a confirmation of registration (*Meldebestätigung*) that you may need for other inquiries (application for residence permit, opening of a bank account etc.)

Important: If you move into an apartment outside of Cologne, you will need to register with your respective city. The processes should be similar. Let us know if we can assist!

WHERE TO REGISTER?

You can register at **one of the nine district offices** (*Kundenzentren*) in Cologne: Chorweiler, Ehrenfeld, Innenstadt, Kalk, Lindenthal, Mülheim, Nippes, Porz, Rodenkirchen

HOW TO APPLY

You can ask for an appointment **online:** <https://www.stadt-koeln.de/service/termine-online-vereinbaren>

Click on "***In unseren neun Kundenzentren***", then choose "***Anmeldung Ihres Wohnsitzes***", and choose the office of your choice.

You can also ask for an appointment by **phone:** +49 221 221-0 (there will be an automatic announcement, press 1 to continue)

Important: Same-day appointments will be available early in the morning. Check the webpage at 7.30/8am to get an appointment for the same day. If you need any support here, let us know.

You will need the following two documents for the registration:

- Passport with Visa
- Move-in confirmation (*Wohnungsgeberbescheinigung*)
Your landlord is required to issue you this confirmation within two weeks after you move in (Find a sample document at: https://formular-server.de/Koeln_FS/findform?shortname=02-F17_WohnGeberBest&formtecid=3&areashortname=koeln_html)

3. RESIDENCE PERMIT

WHAT IS A RESIDENCE PERMIT (*AUFENTHALTSTITEL*)?

International students (from non-EU/non-EEA countries) usually enter Germany with a student visa. This visa is initially valid for three months. After the visa expiration, students need to have a residence permit for their stay in Germany.

WHERE TO APPLY?

You need to apply with the local immigration authority (*Ausländerbehörde*). In Cologne, there are nine offices, one for each district. Students are free to choose an office, however, usually it makes sense to go to the one closest to their place of living.

Important: If you live outside of Cologne, you will need to register with your respective immigration authority. The processes should be similar. Let us know if we can assist!

HOW TO APPLY

You can apply online by filling out an application form: https://formular-server.de/Koeln_FS/findform?shortname=33-F07_ErstAntBefAuf&formtecid=3&areashortname=send_html. Unfortunately, this form is only in German. The International Office is happy to fill out the form together with you. You will need to attach the following things:

- Copy of passport and visa (Including stamp and date of entry into Germany)
- Copy of health insurance membership (Date of issuance should not be older than three months)
- Copy of your certification of residence (*Meldebescheinigung*)
- Copy of confirmation of a blocked account (*Sperrkonto*) showing that you have 853EUR per month at your disposal. **OR**
Declaration of Obligation (*Verpflichtungserklärung*) by a third party living in Germany that will cover your costs of living (see <https://www.stadt-koeln.de/service/produkt/verpflichtungserklaerung-nach-68-sowie-66-67-des-aufenthaltsgesetzes?kontrast=schwarz>) **OR**
Scholarship confirmation **OR**
Declaration of Financing (*Finanzierungserklärung*) by someone living outside of Germany (e.g. parents). You will need their passport copies and information on income and financial circumstances,
- Copy of your rental contract
- Certificate of Enrollment at Hochschule Fresenius

Alternatively, you can also send these documents by mail. The Immigration Authority will check your documents and assign you a date for a physical appointment afterwards. You will need to bring along your passport and a biometric passport photo. There are photo machines in the district offices where you can take your photo.

Please make sure to apply as soon as possible for your residence permit as it may take quite some time for the Immigration Authority to check your documents. In case your application is still ongoing and your visa is about to expire, you will receive a provisional document (*Fiktionsbescheinigung*) stating that your application is still ongoing. If asked for a residence permit by whatever authorities, this document will provisionally work.